

TORONTO

September 21st, 1909.

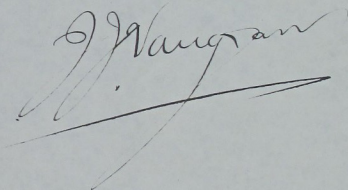
Chancellor Burwash,
113 Bloor St. W.,
City.

Dear Sir,

According to the bylaws of the Margaret
Eaton School of Literature and Expression, the
annual meeting of the shareholders is to be held to-
day. As Mrs. Eaton has not yet returned from
Muskoka, we called a meeting of the shareholders
here, and adjourned until the call of the President.
The meeting can now be held any time you and Mrs.
Eaton arrange.

Yours truly,

Res. by J.J.V.

A handwritten signature in dark ink, appearing to read "J.J. Van der Vorst". The signature is written in a cursive style with a long, sweeping underline that extends across the width of the signature.

T. EATON & CO.
IMPORTERS & MANUFACTURERS
TORONTO and WINNIPEG

TORONTO
November 29th, 1909.

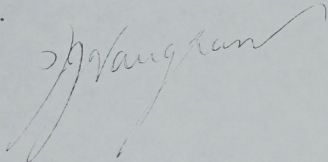
Rev. Chancellor Burwash,
113 Bloor Street W., City.

Dear Sir,

Enclosed you will find copy
of Annual Meeting of Shareholders and
Directors meeting, November 8th, 1909.

Yours truly,

Dic. by J.J.V.
Encl.

A large, stylized handwritten signature, likely of J.J.V., written in dark ink. The signature is fluid and cursive, with a long horizontal stroke at the end.

November 8th,
1909

The Annual Directors Meeting held this date at the residence of Mrs. T. Eaton, 182 Lowther Ave. Present - Chancellor Burwash, Mrs. T. Eaton, Mrs. Burnside, Mrs. Burwash, Mrs. Scott-Raff, Messrs R. Y. Eaton and H. McGee.

MOVED BY Mrs. T. Eaton

SECONDED BY " Burnside

That Chancellor Burwash be President for the ensuing year. Carried.

MOVED BY Mrs. Burnside

SECONDED BY Mr. R. Y. Eaton

That Mr. J. J. Vaughan be Secretary for the ensuing year. Carried.

MOVED BY Mrs. Scott-Raff

SECONDED BY Mrs. Burwash

That Mrs. Burnside be Treasurer for the ensuing year. Carried.

MOVED BY Mrs. T. Eaton

SECONDED BY " Scott-Raff

That the Faculty appointed by the Committee consisting of Mrs. T. Eaton, Mrs. Scott-Raff and Mr. R. Y. Eaton be approved at salaries given below :-

NAME	SUBJECT	SALARY
Mrs. E. Scott-Raff	Principal	\$1,200.00
Miss Charlotte Ross	Literature	600.00
Miss N. T. Thomas	Expression	500.00, and 2/3 of receipts of private pupils
Miss Coleman	History	1.00 per lecture
Miss C. Wreyford	Physical Education	200.00
Fraulein Nothnagel	German	2/3 of receipts
Madame Goudis	French	2/3 " "
Miss Thrall	School Secretary	500.00
Mr. Piggott	Vocal	85% of receipts (pending further arrangements)
Mr. J. Fisher	Caretaker	13.00 per week
Dr. Ross	Home Nursing Tuition	Carried.

Chancellor Burwash consented to see Mr. Piggott in regard to his relation with the School, as there had not been any pupils taught by him through the School since his appointment to the Faculty.

It was thought that the revenue from the rental of the Hall should be more, and as one of the requirements for rental purposes was a means for lighting the stage, it was decided to have installed a lantern to be operated from the back of the School.

[Handwritten signature]

November 8th,
1909

The adjourned Annual Shareholders Meeting held this date at the residence of Mrs. T. Eaton, 182 Lowther Ave. Present - Chancellor Burwash, Mrs. T. Eaton, Mrs. Burnside, Mrs. Burwash, Mrs. Scott-Raff, Messrs R. Y. Eaton and H. McGee.

Minutes of the Annual Shareholders Meeting for 1908 were read, and also minute adjourning the Annual Shareholders Meeting of 1909 was read.

MOVED BY Mrs. Eaton
SECONDED BY " Burnside

That the minutes of both meetings be adopted.
Carried.

A general report was made by the Principal.

The annual financial report was read by the Secretary.

MOVED BY R. Y. Eaton
SECONDED BY H. McGee

That the two reports read be adopted.
Carried.

The changing of the date of Annual Meeting was discussed, and it was

MOVED BY Mrs. Burnside
SECONDED BY " Burwash

That the Shareholders Annual Meeting be changed from the third Tuesday in September to the fourth Tuesday in October.
Carried.

MOVED BY Mrs. Eaton
SECONDED BY " Scott-Raff

That the Directors of last year, namely, Chancellor Burwash, Mrs. T. Eaton, Mrs. J. S. Burnside, Mrs. Burwash, Mrs. Scott-Raff, Messrs J. C. Eaton, R. Y. Eaton, and H. McGee, be elected for the ensuing year.

Carried.

W. T. EATON CO. LIMITED
IMPORTERS & MANUFACTURERS
TORONTO AND WINNIPEG

TORONTO

January 21st, 1911.

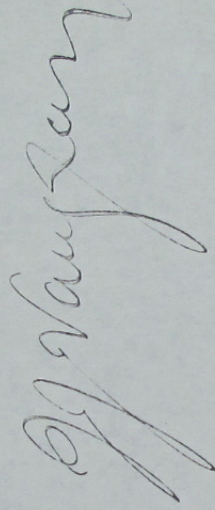
Chancellor Burwash,
113 Bloor Street E.,
C i t y.

Dear Sir,

The Government Report of the
Margaret Eaton School of Literature and
Expression is now ready for your signature. If you will call at Macdonald,
Shepley & Donald's office, your affidavit will be taken.

Yours truly,

Dic. by J.J.V.



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To The President and Board of Directors

of the Margaret Eaton School of Literature and Expression.

President Burwash, Mrs. Eaton, Ladies and Gentlemen:-

To form a true estimate of the work as it now is, through its development and progress since the opening in January 1907, is a difficult task to one within the working circle of the school and even more difficult to an outsider. True, we have statistics, but they do not give us any idea of relative values and as this is a school primarily for development, its progress and the value of its training can only be determined by time.

Our statistics show that in October of the year 1907, when we began the work of the new school in the schoolroom of the Baptist Church just over the way, the majority of the new day pupils were seeking training for the stage. Of the dramatic department of this school, cradled in a church, and of these its students, I could write and say much. That some of them did not understand us nor our work is shown by their report of our cause. It is gratifying to note how the personnel of the school has changed since then. In that first year of 1906 - 1907, one hundred and twenty-two students were registered in the different departments of the school's activities and the receipts of the school for that year amounted to \$ 3,529.75.

In the year 1907 - 1908 we were again besieged by stage-struck students and it was a discouraging experience to find students turning away from our doors when we outlined our courses of study, instruction which had to do first with the education of the individual before that

individual would be in a position to give anything to the world from stage or platform. During that year our registration was one hundred and sixty pupils and our receipts totalled \$ 3, 387.02.

In 1908 - 1909 the work was not only better organized but was becoming better known and we found students coming to inquire about the educational courses outlined in our calendar. Mothers came to inquire for individual instruction and residence life in a school that stood for development of the individual and that year we registered students for English Literature, German, French, Physical Culture, Voice Culture and Household Science to the number of one hundred and sixty one. In that same year we raised the educational standard to matriculation for those wanting teachers' training. The receipts were \$ 3,647.76

1909 - 1910 ushered in a new class of students, girls from the colleges of our own city who wanted specialists' training, some with matriculation to take a teacher's course, and some needing individual training that could not be obtained in other colleges. In the year 1909 - 1910 we registered two hundred and one students and increased our revenue to \$ 4,077.21, but Mrs. Eaton and our Directors generously increased our teachers' salaries thereby increasing the loss to Mrs. Eaton's account to \$ 1,573.63.

Last year 1910 - 1911 brought us most desirable students, earnest intelligent girls who believe in themselves and are proving that they are willing to work. The report of our official auditor is gratifying, showing that the registration has increased to two hundred and sixty

3

and the receipts of the year to \$ 5,824.26, thereby reducing the loss to \$ 682.64.

In review of the work, we believe that our students are our greatest advertising medium, for in answer to the question "How did you find our school?", we invariably hear: "One of my friends told me of it". Our graduate students are holding responsible positions in colleges and other educational institutions and command salaries ranging from seven hundred to fifteen hundred a year.

There is a growing interest in the school. Letters of inquiry and requests for calendars come from all over the Dominion and even from India. This summer numbers of letters and cards have come from the North West. Our handicap is that we have not a residence. These out-of-town letters are all asking: "Can I place my daughter in a residence connected with your school?" What is your advice in this matter? Would it be possible to take a house and begin in a very simple way? Mrs. Burwash who has had experience in this work can give us valuable information regarding the financial outlook of such a home.

We need the enclosed list of books to successfully carry on the work of the school. Mrs. Aikens who has charge of the History department is working with Professor Wrong on a History outline which includes a library course with the list of books enclosed. Her work this year will be augmented because of the individual work in Composition and Rhetoric. I therefore ask that she be given the sum of one hundred dollars for sixty lectures and the balance of forty periods to be given

72.3

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to individual instruction and library work for individual students.

Fraulein Nothnagel has asked for leave of absence during the season 1911 - 1912. We have found Fraulein Kittelmann to be a very good teacher and, with your consent, would assign her the work done by Fraulein Nothnagel at \$ 1.50 per lecture.

I have now ready for the printer a compilation of Classics to take the place of Dr. Curry's compilation which we have been using in our school. We should be able to place these books in the hands of our students for much less money than that charged by the Expression Company of Boston, if we could have them printed here. What is your advice?

Respectfully submitted,

Gunnar H. Raff.



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